**College of Engineering**
Executive Committee Meeting  
September 19, 2014  
8:30 – 10:30 am  
Eccles Boardroom

Excused: Patrick Tresco, Ajay Nahata, Michael Kay  
Guests: Bob Hitchcock

**Calendar**
- Post Tenure Reports are past due!  
- September 23  
  Lab Safety Training (3-5 pm), SMBB – 1st Floor Auditorium  
- October 1  
  2013-14 Sabbatical Reports are due to the Dean  
- October 23  
  Scholarship Awards Banquet 6:30pm, Rice Eccles Stadium Tower, Level 6  
- November 3  
  2015-16 Sabbatical Requests are due  
  Beginning 2016 - Sabbatical Reports will be given by faculty members in their departments the semester they return. This will help a sabbatical become meaningful and purposeful to the university. Monica will send an email notice about this.  
- November 3  
  RPT files are due to the Dean's Office  
- Friday, Nov 14  
  ENAC at IM Flash in Lehi  
  Theme: What we think the college will look like in 2020

**Announcements/Follow-up**
- New Grant Resource Center – The VP of Research has made changes to resources available to faculty for grant writing. For the past five years the U has had great success with the KRISP program, which assists with writing of multi-investigator proposals with budgets over $1 million. More than $100 million has come into the university. The VP for Research Office has hired two additional people in the newly-named Grant Resource Center. The new staff will be focused on assisting young faculty. They are housed in the Marriott Library at the west entrance. The writing center is just around the corner from the Grant Resource Center, and is open to faculty whose first language is not English.  
- Research Workshop for new faculty – Eric Eddings is looking at possible dates: Monday, Nov. 3 (1-3 pm) or Thursday, Nov. 6 (10 am – noon).  
- Teaching Workshop Feedback – Ajay will talk to faculty to find out when the best time to have another workshop would be.  
- Tracking time away from the University – Other areas of the university have heard about our tracking program and would like to adopt it. We have a fiduciary responsibility to the state to run this program. It is an important issue to record sick time used. There had been a problem with the email reminders but Nathan has fixed the problems and emails will resume Oct 1.

**Discussion Items**

Strategies for Increasing Faculty Diversity **Handout: SVPAA Communication 1 (DRAFT ONLY)**  
This is a draft of the new Strategies for Increasing Faculty Diversity. If approved, it will be coming soon and will be effective for recruiting this academic year. Start your hiring cycle earlier this year while there is still money in this program. Please remember we should not hire anybody for any reason that is not going to be successful. Quality should always be the driving force!  

**Handout: Strategic Academic Enrollment Management Plan 2015-2020**. We need to double the number of Engineering graduates again. Our graduates should be 20% (currently 9.8%) of the U’s graduates. Our students still have problems in some of the science courses that cause them to drop out of Engineering. The Engineering Math classes are now smaller, and we understand that the Engineering Math sequence is working well. We need to be
in control of our growth. Direct enrollment could help with recruiting; it is attractive for prospective student to know that they will be admitted into the major. We might attract more of the top students who are now going other places.

**Electronic Purchasing**

Colleges of Engineering and Business will pilot an electronic purchasing program which should save $7.5M/yr. There will be new regulations on how P-cards are used. The new policy will encourage the use of contracted suppliers to the university.

As of November 1st, p-cards should be able to be used for food purchases. The University is NOT encouraging all faculty to obtain P-cards as it is possible to get a "department" p-card that can be checked out by faculty as needed. Rather than signing the department p-card, it will state "See University ID". Having a department p-card will certainly help during faculty recruiting.

The p-card is tax exempt. Beginning November 1st, no sales tax will be reimbursed to faculty, students or staff when using their own credit cards. As a reminder, the p-card cannot be used for travel and is only tax exempt in the state of Utah.

**Course Scheduling**

The Vice-President’s Office surveyed undergrads who had drifted away from their degrees. The biggest problem was that they couldn’t get the classes they needed due to scheduling conflicts. A university-level committee is now looking into scheduling. One of the main problems is that everyone wants to teach on Tuesdays & Thursdays. This is not possible due to limitations on space, and time collisions. Many students arrive late to class due to courses that overlap. We should look at our course maps and make sure students are able to follow the academic maps all the way through graduation, taking all courses listed.

The department chair needs to own the responsibility for the scheduling. Every faculty member should be aware that it is the dept. chair who is actually scheduling class schedules, not faculty or staff members. You may have to say no to faculty members to make it as good as it can be for the students. Please share any tips you have. It’s a problem if a student can’t get through the program in four years because of poor scheduling.

**College PR Help**

Writing, Graphical Design, Web Pages, Web Page Maintenance, Social Media – The college is hiring another web support person to help maintain web pages for departments and to take care of social media.

**Cyber security**

The University is a big target for hackers; our IT personnel are working on making its systems more secure. Some of the systems have been taken down until security can be added and will return after they are secured. Due to a fraudulent CIS site, 24 paychecks went to foreign banks last pay period.

**Centers, Institutes and Bureaus**

Centers, Institutes and Bureaus have proliferated. Health Science now has a moratorium on new centers. The VPs are establishing a process and will now be the gatekeepers for approval of new centers. The graduate committee will be reviewing the new policy Policy 6-001.III.h and we should have it soon.

**New Budget Model**

The U’s budget model is being adjusted. New money will be allocated based upon SCH, degrees granted, etc. Details will follow when the model is finalized.

This year, the budget process will begin in January and there will be more people involved in the budget committee. Budgets will be more transparent.